

*Memo 340-7

MEMORANDUM)
No. 340-7)

DEPARTMENT OF THE ARMY
Washington 25, D. C., 3 May 1957

CORRESPONDENCE

COMMUNICATIONS RECEIVED FROM CONGRESS
(Inquiries from Members of Congress)

	Paragraph
Responsibility	1
Channels	2
Procedures	3
Tenor of correspondence	4
Overall guidance	5
APPENDIX I. PREPARATION OF REPLIES TO CONGRES-	
SIONAL COMMUNICATIONS.	
APPENDIX II. SAMPLE OPENING AND CLOSING PARA-	
GRAPHS OF LETTERS TO CONGRESS.	

1. Responsibility. The Office of the Chief of Legislative Liaison has the mission of formulating, coordinating, and supervising the legislative policies of the Army and insuring the maintenance of a proper relationship between the Army and the Congress. With the exception of budgets, appropriations, and other related financial matters, it is the sole agency of the Army authorized to conduct liaison with the Congress. That office is therefore responsible for general supervision over the preparation and processing of Department of the Army replies to incoming Congressional communications.

2. Channels. The operational responsibilities of the Chief of Legislative Liaison require that he have direct access to all Department of the Army offices and agencies on matters in which there is Congressional interest. In order to expedite Congressional actions, the Chief of Legislative Liaison is authorized to communicate requests for information and instructions pertaining to Congressional activities direct to the pertinent offices and agencies within the Department. The various offices and agencies of the Department of the Army are authorized to reply direct to the Chief of Legislative Liaison on all matters not requiring the approval of the Chief of Staff. Matters requiring the approval of the Chief of Staff (see DA Memo 340-15) will be forwarded to the Office, Secretary of the Army, Chief of Legislative Liaison, through the Office, Chief of Staff. Procedures governing the preparation of papers relating to legislation, executive orders, and proclamations are prescribed in DA Memo 340-6.

*This memorandum supersedes DA Memo 340-7, 20 October 1955, including C 1, 29 December 1955.

Army review(s)
completed.

Memo 340-7

3. Procedures. Procedures for processing Department of the Army replies to incoming Congressional communications, except in areas affecting budgets, appropriations, and other related financial matters, are outlined in appendix I. Information relative to processing communications that concern appropriations, budgets, and other related matters, may be obtained from the Executive, Office, Director of Army Budget, Office of the Comptroller of the Army.

4. Tenor of correspondence. Correspondence directed to the Congress will reflect the dignity of the Department and the position of the addressor. Any letter directed to the Congress by an agency of the Department of the Army must be brief consistent with clarity, courteous, factual, forthright, simple, unapologetic, and responsive to matters of inquiry. Nontechnical language will be used. Argumentation and facetiousness must be avoided. Sample opening and closing paragraphs of departmental letters to the Congress are contained in appendix II.

5. Overall guidance. a. Inquiries from Members of Congress normally represent constituent inquiries with Army implication. The forwarding of such correspondence need not be based on the merit of the inquiry nor on the personal interest of the Member of the Congress; it is a rendering of a service to the constituent who looks upon his elected officials in Congress as personal representatives of his interests with any and all Government agencies.

b. Form letters will not be used in replying to Members of the Congress. Each case must be handled on its individual merits. Every reply must insure that all problems of the constituent are fully answered on the basis of fact.

c. Replies to requests for information to be furnished constituents will be furnished promptly. They will be tested for release or limitations on dissemination in the same manner as if the constituent himself had directly requested the information. If it develops the information cannot be released to the constituent, the Member of Congress requesting the information will be promptly advised that the information requested cannot be made available for the constituent and the basic reasons inhibiting such release.

APPENDIX I

PREPARATION OF REPLIES TO CONGRESSIONAL COMMUNICATIONS

1. When a communication is addressed to the Secretary of the Army or Chief of Staff it normally will be referred to the appropriate Department of the Army agency for preparation of reply to be signed by the Secretary of the Army or Chief of Staff, or for direct reply.

2. When a communication is addressed to the Chief of Legislative Liaison it may be answered immediately by that office, referred to a staff agency for information on which to base a reply, or forwarded to the appropriate staff agency for direct reply.

3. When a communication is addressed to a representative of the Department of the Army other than those shown in 1 and 2 above, the reply normally will be prepared and dispatched direct except when it affects Department of the Army policy or relates to investigations or proposed or pending legislation. These excepted

cases will be prepared and signed in the agency and forwarded to the Chief of Legislative Liaison for concurrence and dispatch.

4. Communications received by the Chief of Legislative Liaison will be acknowledged prior to referral to another agency (within 48 hours or 2 working days). The agency charged with preparation of reply will, whenever possible, provide complete replies within 10 working days of the receipt of the request; otherwise, the person requesting the information will be advised, within the 10 days, via an interim reply, of a date by which the information will be supplied unless the fixing of such date within that period is not possible. In the latter case, interim reply will be sent every 30 days until final reply is made. Acknowledgments and interim replies will contain identification of the incoming communication, a statement that necessary information is being secured, and an estimated date of final reply.

COPIES, ASSEMBLY, AND ROUTING

For direct dispatch	For dispatch by Office, Chief of Legislative Liaison	For signature in Office, Chief of Staff	For signature in Office, Secretary of the Army
<u>Copies:</u> Reply Courtesy copy Envelope <u>Assembly:</u> In order shown above	<u>Copies:</u> Reply (Original and 3 copies) Congressional communication (Original and 1 copy) Envelope <u>Assembly:</u> <u>Original</u> Reply, courtesy, and envelope Comeback copy Copy of reply and original of Congressional communi- cation <u>Office, Chief of Legislative Liaison copy</u> Copy of reply and Congressional communication <u>Routing:</u> Signed in office of preparation and forwarded to Office, Chief of Legislative Liaison for dispatch	<u>Copies:</u> Summary sheet Draft of reply Congressional communication <u>Assembly:</u> In order shown above <u>Routing:</u> Office, Chief of Legislative Liaison - Concurrence Office, Chief of Staff - Approval, final reply, and dispatch	<u>Copies:</u> Summary Sheet (Original and 4 copies) Reply (Original and 5 copies) Congressional communication (Original and 4 copies) Envelope <u>Assembly:</u> <u>Original</u> Summary Sheet, reply, courtesy, envelope, and original of Congressional communication <u>The Adjutant General's Office copy</u> Copy of reply Comeback copy Copy of Summary Sheet, reply, and Congressional com- munication <u>Office, Secretary of the Army copy</u> Copy of Summary Sheet, reply, and Congressional com- munication <u>Office, Chief of Staff copy</u> Copy of Summary Sheet, reply, and Congressional com- munication <u>Office, Chief of Legislative Liaison copy</u> Copy of Summary Sheet, reply, and Congressional com- munication <u>Routing:</u> Office, Chief of Legislative Liaison - Concurrence Office, Chief of Staff - Approval Office, Secretary of the Army - Signature
<u>Note:</u> 1. Copies for intra-agency use are not shown. 2. Copies of final replies on matters pertaining to military personnel will be furnished The Adjutant General, ATTN: AGEZ. 3. Inclosures, if any, will be attached to each copy of reply except when impracticable to reproduce by typewriter.			

Memo 340-7

APPENDIX II

SAMPLE OPENING AND CLOSING PARAGRAPHS OF LETTERS TO CONGRESS

Opening paragraphs:

Thank you for your letter of _____ in behalf of Private First Class John Doe, US 12 345 678. Private Doe seeks redress of certain alleged grievances incident to his active military service.

Thank you for your letter of _____ on behalf of Brown-Foreman and Company. Mr. William Smith, the firm's president, has requested your assistance in connection with certain contracts entered into by the Government and Brown-Foreman and Company.

Your inquiry of _____ on behalf of _____ has been referred to me for reply.

Thank you for your letter of _____ in which you inquire concerning the aspects of legislation now under study by the Congress with respect to the military reserve forces.

Closing paragraphs:

I trust that this information will be of assistance to you.

I regret that my reply cannot be more favorable.

I appreciate your interest in this matter, and I am sorry that I cannot give you a more favorable reply.

Thank you for bringing this matter to my attention.

I trust that this action meets with your approval.

I am hopeful that the information furnished herewith will be of assistance to you.

Your interest in this matter is appreciated.

Thank you for your interest in this matter. I hope the information furnished will be of assistance to you.

(AG 312.3 (29 Apr 57) SACLL)

By order of Wilber M. Brucker, Secretary of the Army:

MAXWELL D. TAYLOR,
General, United States Army,
Chief of Staff.

Official:
HERBERT M. JONES,
Major General, United States Army,
The Adjutant General.

Distribution:
Department of the Army